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MONTHLY REPORT

1 - 31 August 1960

Materiel Support Branch
Engineering Staff

I. PROJECTS AND ACTIVITIES

A. Materiel Support Branch:

1. The Deputy Chief, MSB spent 8 days [redacted] assisting in the transfer of accountability to the new Accountable Officer for [redacted] Signatures were checked to insure that the total quantity of every item was officially receipted. All memorandum receipt accounts were freshly consolidated, and a physical count of the items requested of each Responsible Officer. Records were reviewed to determine whether discrepancies between recorded and physical balances were actual physical overages/shortages or the result of record-keeping errors. All discrepancies between recorded and physical balances were documented by Reports of Inventory Adjustments and will be presented to DD/CO for approval or further action.

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C. Test and Inspection Section:

1. Paid overtime work in the amount of 29¹/₄ hours was required to handle the increased work load, which has more than doubled during this period. Four technicians have been working from 0600 to 1430 in an effort to increase production during the hot weather. The plan appears to be worthwhile since the area is cooler and there are less work interruptions during these hours. The remainder of the personnel work the normal work hours of 0830 - 1700.

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